

# HKNC Power Point and Presentation Guidelines to Ensure Presentations are Accessible

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\*\*Many of these recommendations are adapted from the AFB Leadership conference.

## Fonts and Formatting

### Logo Placement and Size:

* Ensure your logo is placed in a non-distracting location on the slide.
* Keep the logo size reasonable; avoid making it too large, as it can clutter the slide.

### Color Contrast:

* Use darker color for slides (e.g., black or navy blue) to reduce glare and improve readability.
* Choose lighter color text (e.g., white, or light tan) to create a high contrast text-background combination
* Avoid white slides as they can cause glare and discomfort for people with low vision.
* Do not convey information with color alone.

### Font Style and Size

* Opt for larger fonts to ensure readability. A minimum of 28 point for the body of the PPT and 44 to 60 point bold for headings.
* Use sans-serif fonts like Arial or Helvetica for better legibility

### Bullet Points and Lists

* Use Bullets – 5-7 bullets per slide – no more than 6-7 words per bullet.
* If you have a multiple line bullet, keep the bullet single spaced with spacing between bullets.
  + You can do this by highlighting the bullets and changing to single spaced.
  + Keep bulleted points highlighted and right click and select ‘paragraph’ OR use short cut - Option, Command + M
  + Once in paragraph select Indents and spacing
  + Change the size of before and after spacing to 12
  + This will keep spacing between bullets, but multiple lined bullets will remain single spaced.
* The less clutter there is on a slide, the easier it is to read.
* Each slide should have a unique title or indicate it is a continuation of the same title.

## Charts, Images and Videos

* Charts, tables, or graphs should include limited information and should be described using alt text.
* Select images that add meaning, not “fluff.”
* Add alternative text for all images.
  + Select the image and click “format picture/image”. Select “alternative format” and enter text in the textbox.
* All videos should be captioned, audio described, and interpreted with either voice or ASL depending on the primary language of the video.

## Tips for Adding “Alt Text” to Images

* Determine the context of the image.
  + Why is the image there?
* Include type of image, title, copyright, caption, supporting details in context of use.
* Be objective (third person), clear (structure & word choice), brief but thorough.
* What information does the sighted person get from looking at the image?
  + Start with the most important/obvious details and work down to less important/obvious details.
  + When in doubt, it is better to describe too much than too little (although save the novel for another time!)
* Check for spelling and grammar mistakes.

## Slide Transitions

* Incorporate slide transitions that include sound for hearing/low vision or blind audiences. This gives a clue as to when you are changing the slide.
  + Instructions: With PPT set to normal view, open the slide show menu, and select Slide Transition. Slide transition pane will appear. In the Modify Transition section select sound and then click on the sound you prefer. Our template uses “Whoosh”.

## Accessible and Alternative Formats

All materials must be both accessible and available in alternative formats for all presenters and audience members.

* Ideally, you will create three accessible formats of your presentation, including (a) and accessible Power Point version, (b) an accessible PDF version, and (c) an accessible text version.
  + If you are unable to easily create or edit PDF documents, an alternative PPT to MS Word export is described below.
* This provides several options for presenters and audiences with various access needs, including the type of device they are using to access your materials.
* PDF and text version of your presentation should be disseminated to all participants the day before a live event or posted alongside the PPT version of a presentation online.

**Instructions for Creating Accessible and Alternative Formats**

* Step One: Run the Accessibility Wizard.

Go to “file” then “check for issues” then select “check accessibility.” This will help you identify issues with alternative text, reading order and slide titles.

* Step Two: Export to PDF

Select “Acrobat”. Select “Preferences” and make sure to check “enable accessibility and reflow with tagged Adobe PDF”. Select “Create PDF.” Double check that your entire presentation, including image descriptions, was exported to the PDF document. You can check for tagged images by hovering a mouse over the images or testing with a screen reader.

* Step Three: Export your PDF to Accessible Text.

Select “File” in the PDF. Select “Export to” and then “Accessible Text Document.” Check the text document to make sure all image descriptions were exported. You can leave it as a text document or copy and paste it into a Word document if you want to do additional formatting, such as creating navigatable headings.

* Step Two Alternative: Export to Word directly from PPT

You will need to copy the outline section of your PowerPoint. Go to View and click on outline view. Copy the whole outline, paste it to a word document and then number each slide. Make sure they correspond, and all slides were copied. Copy and paste your image descriptions/alt text for applicable slides.

## During the Presentation

* Each point should not appear on the slide until the presenter begins to discuss that point.
* Be certain to address all of the information present in your PPT slides. Do not assume that all of your audience has access to the PPT.
* Describe images and visual elements on the screen to provide a complete understanding of the content.
* Always remember to say “next slide.” This will inform participants who may be following on their own via a braille display or other format to move to the next slide.
  + Tell your story in tandem with your live description.
* Be sure to pace yourself and pause often for interpreters or captioners to catch up as needed.